

Action Planning Template

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Goal: How can the utilization of a one to one laptop environment help improve Language Arts in third and fourth grade classrooms?

Action Steps(s):	Person(s) Responsible:	Timeline: Start/End	Needed Resources	Evaluation
1. Discuss topic with Principal, and site supervisor	Myself, Dr. Lynda Carter, and Robert Harris	November 22, 2010/December 3, 2010	Intern Plan	Creation of action research topic.
2. Meet with 3 rd and 4 th grade teachers implementing 1-1 to train on proper execution of Netbook carts for effective utilization.	Myself and Participating teachers (2 third grade teachers, and 2 fourth grade teachers)	January 2011	Training materials created by me, articles and books for books study	Teacher feedback and active monitoring
3. Meet with 3 rd and 4 th grade 1-1 teachers and introduce lessons to enhance language arts with integrated technology.	Myself and Participating teachers (2 third grade teachers, and 2 fourth grade teachers)	February 2011	Lessons created by me using Web 2.0 tools	Teacher feedback and active monitoring
4. Conduct monthly meetings with 1-1 teachers to discuss proper utilization and concerns. Give suggestions, lessons, and professional development as needed.	Myself and Participating teachers (2 third grade teachers, and 2 fourth grade teachers)	January 2011- December 2011	Time, projector, laptop, Dell 2110 Netbooks	Teacher feedback and active monitoring
5. Collect data from all 4 th grade writing and reading fall 2010 and 2011 benchmarks, TAKs writing and	Myself, Participating teachers (2 third grade teachers, and 2 fourth grade teachers), Dr. Carter	December 2011	Disaggregated TAKS scores, benchmarks, progress monitors	All data accounted for

reading scores 2011. Collect data from all 3 rd grade reading benchmarks 2010 and 2011, TAKs reading scores 2011.				
6. Evaluate data from all 4 th grade writing and reading fall 2010 and 2011 benchmarks, TAKs writing and reading scores 2011. Evaluate data from all 3 rd grade reading benchmarks 2010 and 2011, TAKs reading scores 2011.	Myself, Participating teachers (2 third grade teachers, and 2 fourth grade teachers), Dr. Carter	December 2011	Disaggregated TAKS scores, benchmarks, progress monitors	Quantitative and qualitative results
7. Compare the results from 1-1 classrooms to 3 rd and 4 th grade classrooms not piloting program.	Myself, Participating teachers (2 third grade teachers, and 2 fourth grade teachers), Dr. Carter	December 2011	Disaggregated TAKS scores, benchmarks, progress monitors	Disaggregated TAKS scores, benchmarks, progress monitors comparison

Format based on Tool 7.1 from *Examining What We Do to Improve Our Schools*

(Harris, Edmonson, and Combs, 2010)